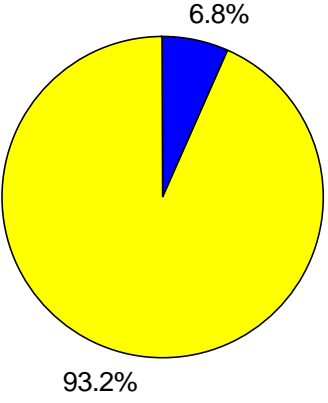


Circuit Court and Records

80-05-Civil Case Management

Fund/Agency: 001/80		Circuit Court and Records
Personnel Services	\$498,330	<div style="text-align: center;">CAPS Percentage of Agency Total</div>  <div style="text-align: center; margin-top: 10px;">■ Civil Case Management ■ All Other Agency CAPS</div>
Operating Expenses	\$98,850	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$597,180	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$597,180	
Positions/SYE involved in the delivery of this CAPS	12/12	

► CAPS Summary

Civil case jurisdiction requires that cases filed, be adjudicated and processed through the legal system pursuant to Virginia statutes and within guidelines set forth by the Supreme Court of Virginia. Programs such as the (NCE) Neutral Case Evaluation and (DCTP) Differentiated Case Tracking Programs have been established to conclude cases in a timely manner. These programs are instrumental in achieving the voluntary case processing guidelines adopted by the Judicial Council, which recommends the disposition of 90 percent of law cases filed within one year.

Preparation of the master calendar for 15 judges along with setting and maintaining the daily dockets are highly critical areas in achieving efficiency in court administration for the 15 Judges of the Nineteenth Judicial Circuit.

Circuit Court and Records

► Method of Service Provision

Merit county employees perform the functions required of these programs. One grant position is assigned to the Neutral Case Evaluation program and is partially funded yearly by the Supreme Court of Virginia.

A Civil Motions Day Docket is conducted on Fridays in which an attorney schedules various civil motions before the Judges to be resolved prior to their scheduled trial dates. Any attorney can submit a praecipe placing a matter on the Civil Motions Docket. A time limit of 30 minutes is placed on these motions. The docket clerk prepares and assigns Judges to hear these matters. The Judges's Law Clerk reviews and briefs the motions prior to the Friday Motions day. Civil and criminal motions and criminal sentencing are the only matters heard on Fridays. Trials and most pre-trial hearings are held on Monday through Thursday.

Progress of cases is monitored and interim hearings are scheduled which accounts for an additional docket. In divorce proceedings where custody is an issue, mediation is required. This involves viewing a required film which briefly explores the issue of custody and the impact of divorce and custody litigation on the children. If there is alleged abuse, drugs or a threat of kidnapping, the mediation requirement is waived. The 'Ore Tenus' program enables couples who have worked out a mutually acceptable property settlement agreement, and custody is not an issue, to expedite the process and forego the expense of a Commissioner in Chancery.

The Master Trial Calendar provides available trial dates for the Courts entire civil and criminal dockets. These trial dates are furnished to the Judges for Calendar Control matters, such as attorneys requesting new trial dates (i.e., Continuances, emergency matters, etc.) as well as providing calendar dates for the NCE, DCTP, Ore Tenus, and mediations Programs.

Future plans for the Civil Case Management Division include: completely automating the Master Trial Calendar, increasing the usage of Appearance by Phone, implementing an integrated case management system (to include electronic filing). In addition, the Circuit Court plans to implement a Chancery Case Tracking Program. This will compliment the DCTP program, which currently consists of Law cases only.

The overall goal of these programs is to provide strategic mechanisms to meet future caseload demands of the court and to promote overall Court efficiency.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Law Cases Concluded Through DCTP	4,672	3,818	2,975	2,999	2,999
Percent of DCTP cases Concluded within 1 yr.	81%	81%	83%	82%	82%
Per Cent of cases that settled without going to trial through the NCE program	83%	85%	92%	92%	92%

Circuit Court and Records

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- American Bar Association recommendations
- Judicial Council of Virginia Goals and Guidelines